

**Visit Request procedures for individuals coming to
COMMANDER, NAVAL SPECIAL WARFARE COMMAND (COMNAVSPECWARCOM)**

Government and Contractor Visit Request Procedures:

Individuals who are requesting to visit our command should make formal arrangements with ones security manager. We request that ones security manager primarily send all visit requests through the Joint Personnel Adjudicative System (JPAS), and if JPAS is unavailable, please utilize company letterhead or the OPNAV 5521/27. JPAS visits that fall within the Non-SCI SMO please have them send their clearance information to UIC: N000744 (level 4), or N000745 (level 5). In order to relay one's clearance information to our SCI SMO please use UIC: N000743 (level 3). Please give a courtesy call to ensure the Security Manager at COMNAVSPECWARCOM is aware of the intended visit by calling one of the related phone numbers with the associated SMO level. Ones security manager should ensure the following information is provided on all visit requests to ensure accuracy:

- The point of contact and phone number of the person visited to establish the need to know
- Duration of visit (not to exceed one year)
- Purpose of visit
- Security Clearance required for the visit
- Name and Social Security Number of the person visiting the command
- Citizenship, place and date of birth
- Security eligibility, date of clearance, and type of investigation

Once the request has been sent through JPAS or faxed to WARCOM, please call the security manager for confirmation by calling either SMO.

Non-SCI SMO: 619-437-9629 /0804

Non-SCI SMO Unclassified Fax: 619-437-5805/0805

SCI SMO: 619-437-0804